

Vacancy Announcement #P00-280 DMH

VACANCY ANNOUNCEMENT

POSITION: Supervisory Criminal Investigator, GS-1811-14
(Chief, Arson and Explosives Training Branch)

LOCATION: Bureau of Alcohol, Tobacco and Firearms
Office of Training and Professional Development (TPD)
Career Development Division
Arson and Explosives Training Branch
Washington, DC

NOTE: TOP SECRET CLEARANCE REQUIRED

OPENING DATE: July 28, 2000 **CLOSING DATE:** August 28, 2000

AREA OF
CONSIDERATION: Bureau-wide

NOTE: Recruitment, selection and placement for this position are subject to the provisions of the ATF Merit Promotion Board (MPB) process. This process will include a panel interview (conducted personally or via telephone) consisting of position-related questions prepared by MPB panelists for those candidates referred for consideration as best qualified on the Roster of Eligibles for Promotion and Promotion Certificate (ATF F 2311.6). Final selection for this position will be the responsibility of the MPB panel.

MAJOR DUTIES: Incumbent serves as Chief, Arson and Explosives Training Branch. The Branch is responsible for designing, developing, documenting, revising, and implementing mission-related occupational training products and services for programs not conducted by the ATF Academy or the Federal Law Enforcement Training Center (FLETC), and which are not within the purview of the Alcohol, Tobacco and Firearms Training Branch or the Specialized Operations Training Branch. It participates with the other affected Bureau offices in determining employee occupational training needs and then develops and oversees presentation of the program courses. It provides liaison between ATF executives, managers, the ATF Academy, other Bureau directorates, and field personnel to ensure that employee training needs are promptly identified and satisfied. It monitors and maintains the quality of the Bureau's on-the-job training program through field training coordinators. Branch personnel provide instruction or select instructors for occupational development courses. In coordination with all directorates, the Branch develops and keeps current career plans for mission-related occupations. The incumbent performs the full range of supervision over Branch employees. Establishes overall Branch policies, practices and procedures. Coordinates and facilitates the work of the Branch within the Bureau management structure and with higher management levels in the Division and in TPD. Oversees the training delivery function for mission related and non-ATF Academy arson and explosives training programs throughout the Bureau. Conducts a continuing review of programs and accomplishments to ensure that training is of the highest quality and that client goals and objectives are effectively met. Conducts skills assessments of major Bureau occupations and then develops career plans to provide the appropriate skills and development. Exercises budget and fiscal control over Branch programs within overall Division budgetary limitations.

QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level in the Federal service.

Specialized Experience: is experience which is directly related to the duties of the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position. Examples of qualifying experience include:

Leadership of or membership in a military intelligence or criminal investigative team or component in which the principal duties consisted of security investigation, intelligence gathering, or criminal prosecution. Analyzing or evaluating raw investigative data and preparing comprehensive written investigative reports. Investigating criminal cases requiring the use of recognized investigative methods and techniques and that may have included appearing in court to present evidence. Supervising or conducting interviews or interrogations that involved eliciting evidence, data, or surveillance information. Law enforcement work which in 50 percent or more of the time involved criminal investigations requiring the use of surveillance, undercover, or other criminal detection methods or techniques.

Non-Qualifying Experience: Experience that did not require the application of investigative techniques is not qualifying. This would include routine police or guard work involving traffic patrol, control of access to buildings, or similar duties.

MUST DISPLAY AND MAINTAIN REQUIRED PROFICIENCY WITH FIREARMS, AS DESCRIBED IN ATF POLICY.

All applicants must meet qualification requirements within 30 days of the closing date of the announcement.

EVALUATION METHODS: Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement. The following factors in the Supplemental Experience Statement will be used as the basis for determining the best qualified applicants.

SUPPLEMENTAL EXPERIENCE STATEMENT

Describe on separate sheets of paper your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the items listed below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to develop and implement programs which support the Bureau mission and/or Government-wide requirements.
2. Ability to negotiate with others in a way that develops understanding of proposals and plans, and a commitment to share information and to manage staff resources.
3. Ability to manage a staff and other resources within a moderate sized, multi-disciplined branch.
4. Demonstrated ability to communicate in writing and orally.
5. Ability to work as a member of the Training and Professional Development

(TPD) Leadership Team.

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CONDITIONS OF EMPLOYMENT: The following statements are applicable if checked:

- ☐ A pre-employment physical is required.
- ☒ A pre-employment drug test is required. Position is subject to random drug testing. The tentative selectee (if not currently occupying an ATF testing designated position) will be required to submit to urinalysis to screen for illegal drug use.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be a U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Reimbursement for travel and relocation expenses will be authorized.
- ☒ Subject to a supervisory/managerial probationary period.

GENERAL INFORMATION:

1. Applications will not be returned to applicants.
2. Applications must be received by the closing date of this announcement.

NOTE: Full performance level of position is GS-14.

HOW TO APPLY:

Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or by dialing into the Office of Personnel Management's electronic bulletin board system at 912-757-3100, or through the Internet (Telnet connections only at FJOB.Mail.OPM.GOV). The SF-171 is no longer available for distribution.

Your application **must** contain the following information:

1. Title, series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. For experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, number of hours and institutions.
9. Description and year of awards, honors, and special qualifications such as language, computer skills, typing speed.
10. Clear identification of U.S. citizenship.

Additional information/completed forms should be submitted, if checked:

- ☒ Written response to the Supplemental Experience Statement.
- ☐ DD-214, if claiming 5 point preference. (For non-status consideration only.)
- ☐ Both DD 214 and SF-15, if claiming 10 point preference. (For non-status consideration only.)
- ☐ College transcripts of lists of college courses.
- ☒ Race and National Origin Identification Form (Optional). Information submitted will be used for statistical reports only.
- ☒ Performance appraisal, dated within the last year. If you do not submit an annual performance appraisal dated within the last year, you may choose to submit your last 3 appraisals - they will be added together

and averaged to arrive at a score for that portion of the ranking. If your application package does not contain all other supporting documentation, you MAY NOT be considered for this position. (For status consideration only).

- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☐ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class. (For status consideration only.)

SEND COMPLETED APPLICATION TO:

Bureau of Alcohol, Tobacco and Firearms
Personnel Division
Room 4170
Attn: Diane Howard
650 Massachusetts Ave., NW
Washington, DC 20226
(202) 927-8630

Telecommunication Device for the Deaf (TDD) users call (202) 927-7964.

TO FIND OUT ABOUT OTHER JOB OPPORTUNITIES USE WEBSITE WWW.USAJOBS.OPM.GOV OR WWW.ATF.TREAS.GOV

THE BUREAU OF ALCOHOL, TOBACCO AND FIREARMS PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES ON A CASE-BY-CASE BASIS. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE POINT OF CONTACT LISTED ON THIS VACANCY ANNOUNCEMENT.

AN EQUAL OPPORTUNITY EMPLOYER

ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, AGE, SEX, NATIONAL ORIGIN, NON-DISQUALIFYING DISABILITIES, SEXUAL ORIENTATION, MARITAL STATUS, POLITICS, RELIGION, OR ANY OTHER NON-MERIT REASON.